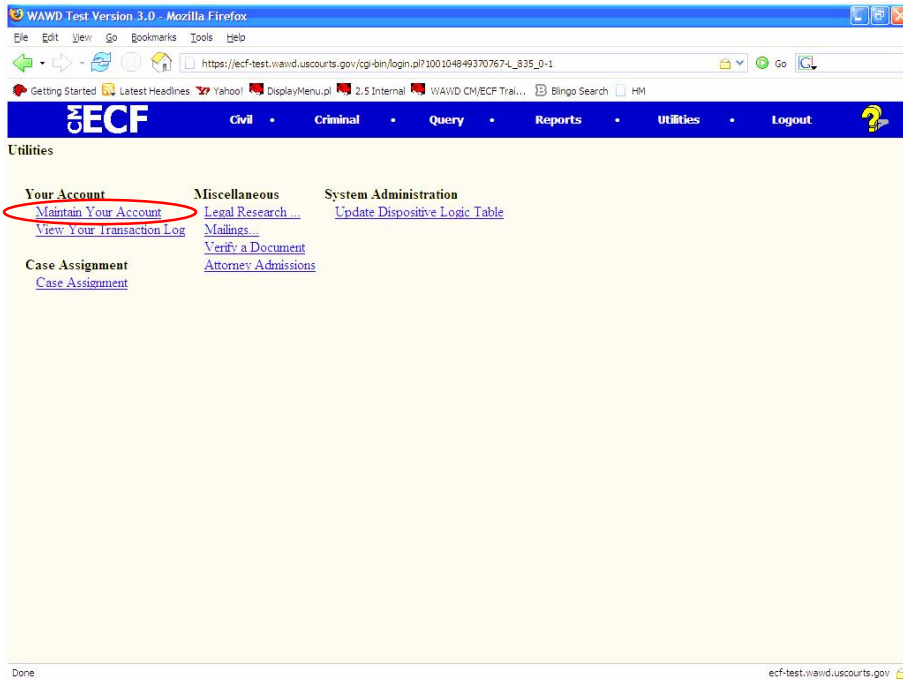


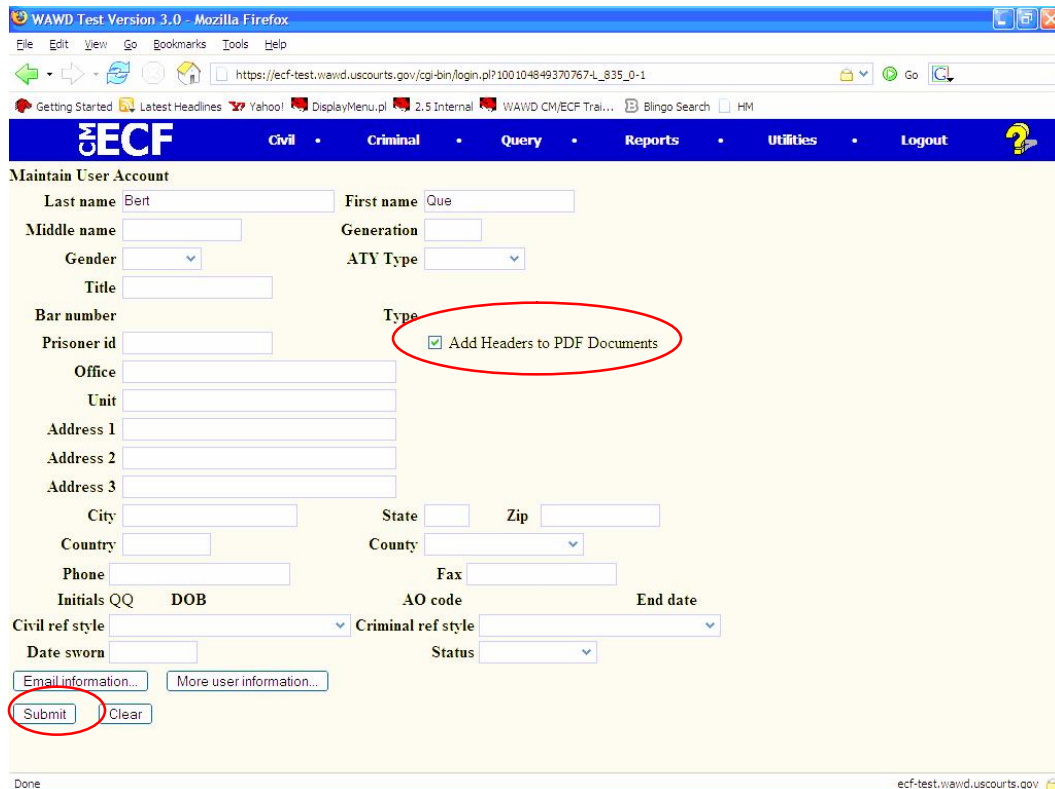
Problem: The “Include PDF Headers” check box in Query is not defaulted to ‘checked’.

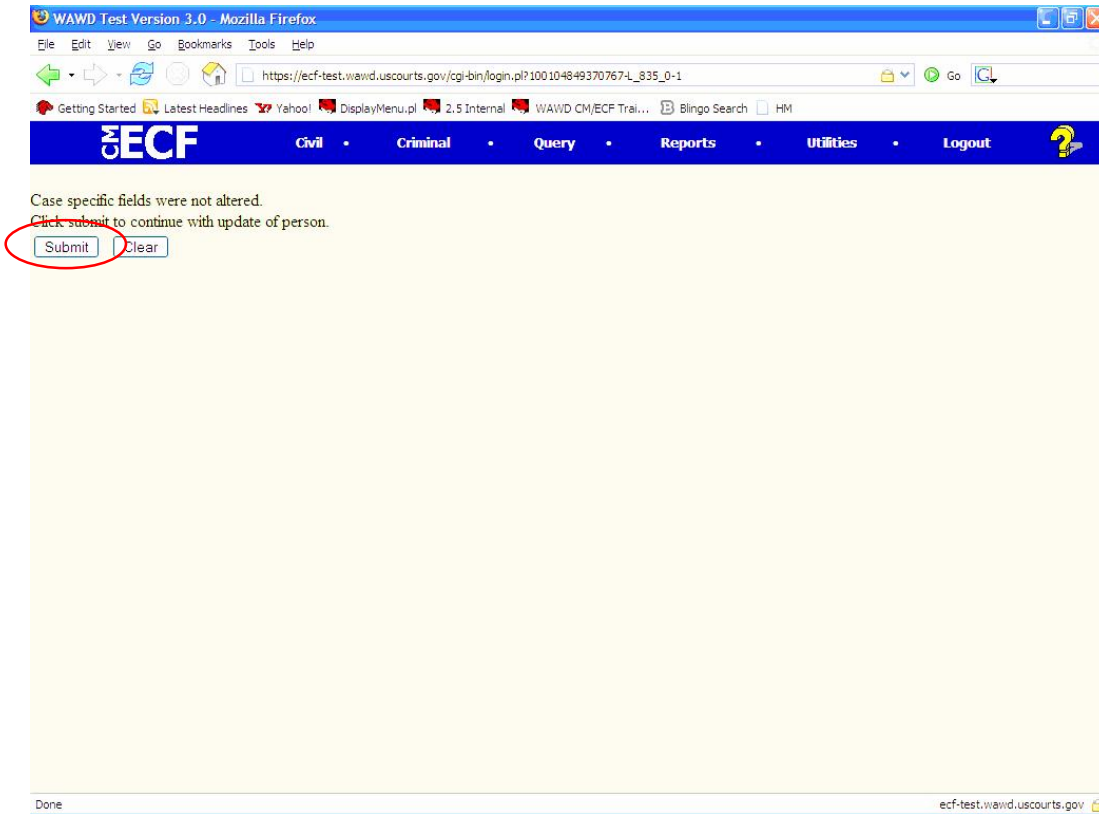
Solution: Users must follow a series of steps to reset their settings. Below are the steps to be taken:

1. Login to ECF. Click on Utilities and select ‘Maintain Your Account’.

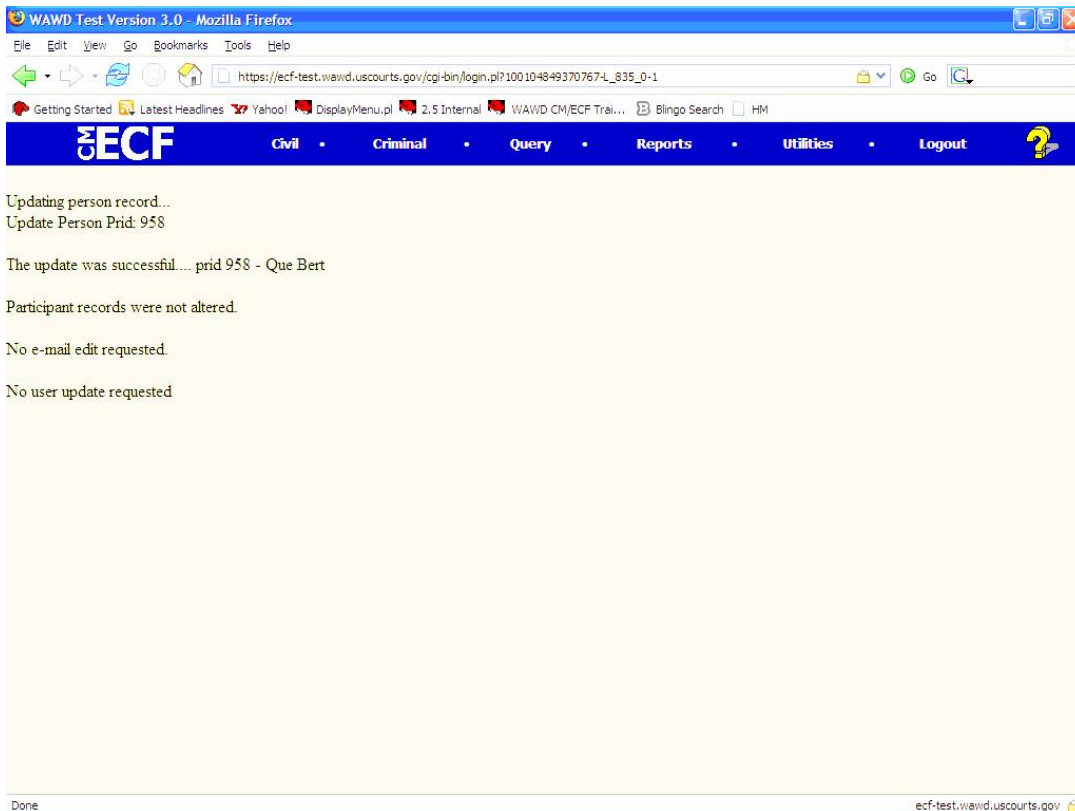


2. Uncheck the ‘Add Headers to PDF Documents’. Click 'Submit'.

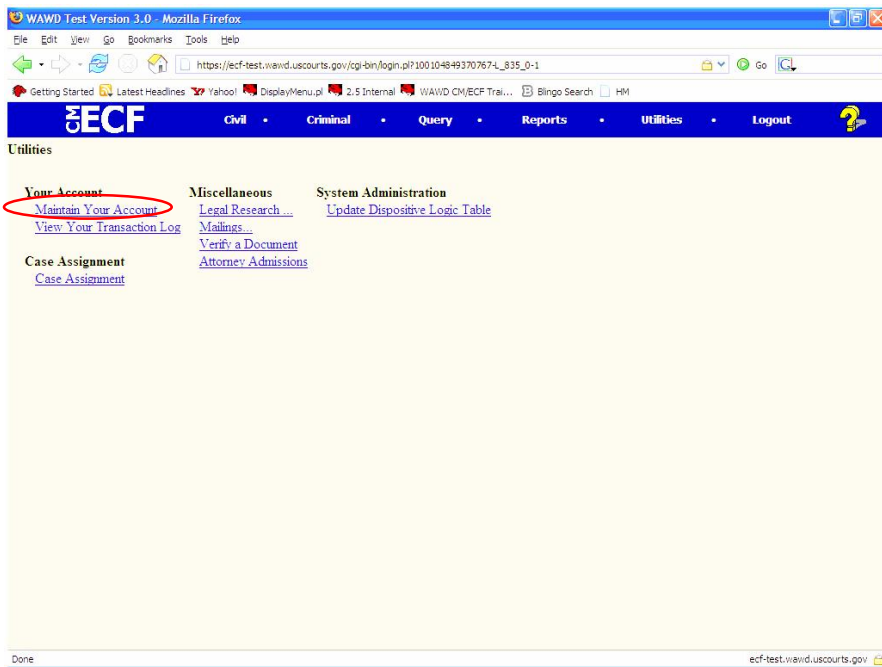




4. You will receive notice that the update was successful.



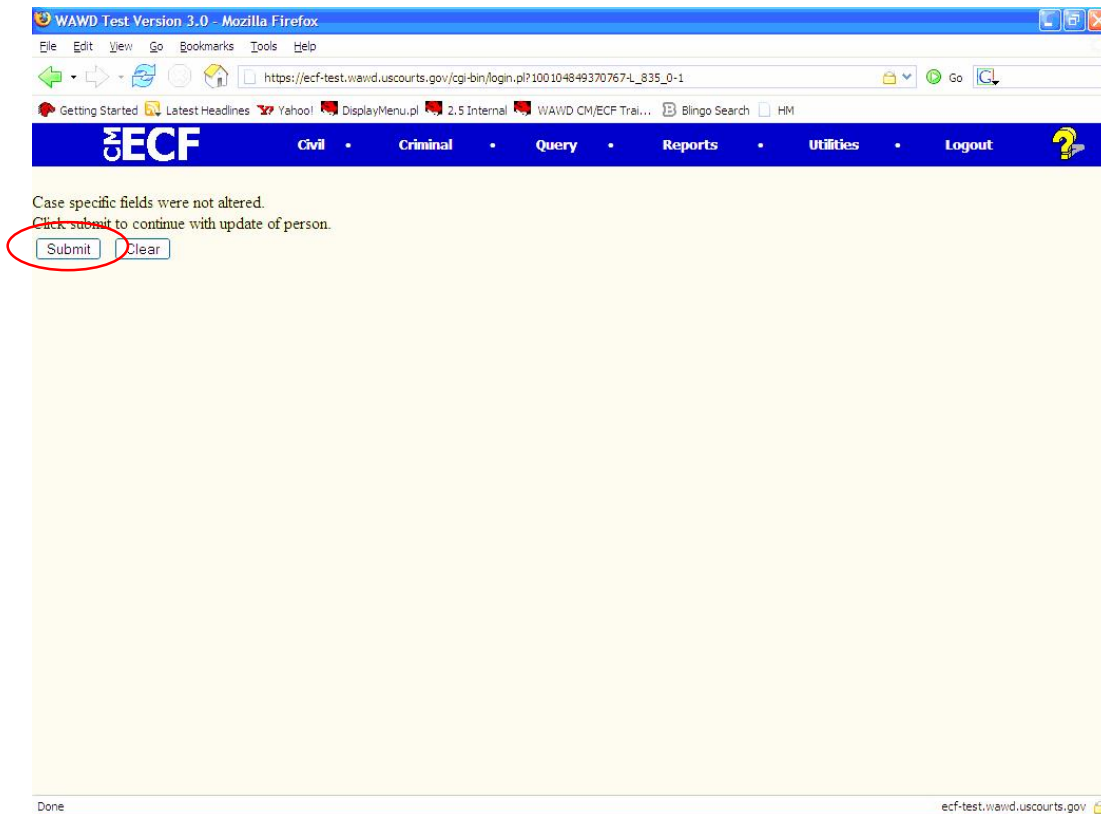
5. Click Utilities and select 'Maintain Your Account'.



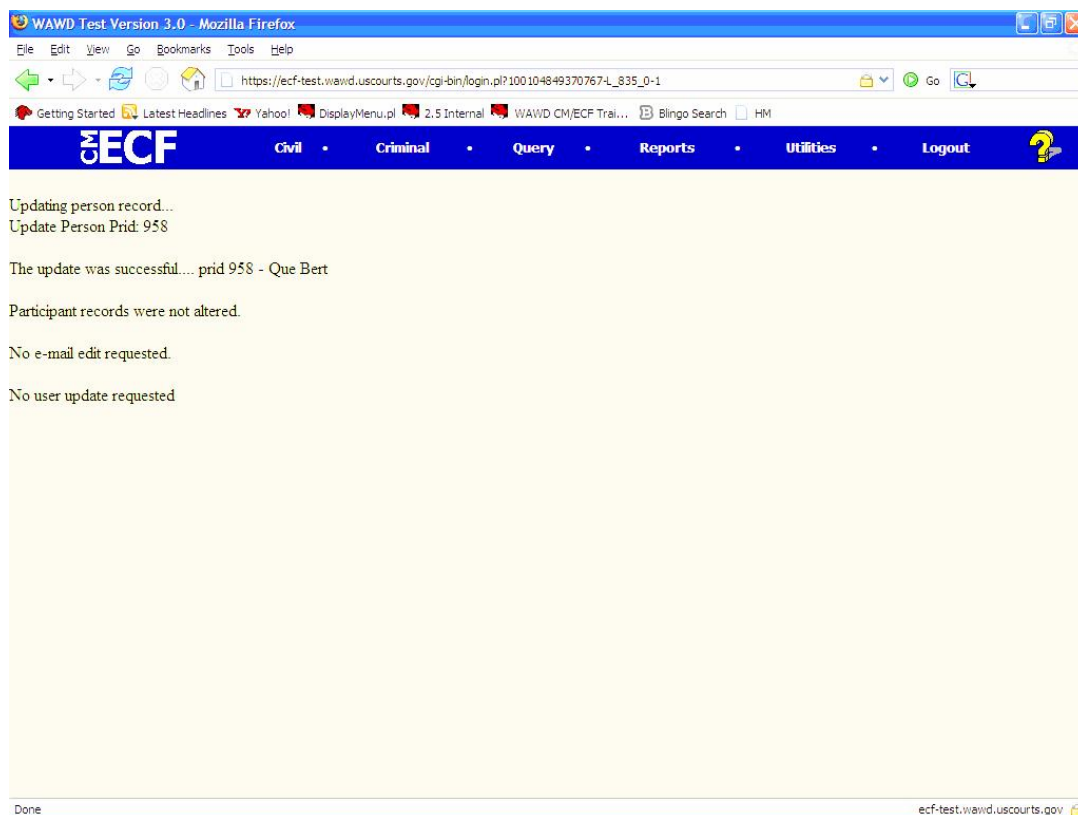
6. Check 'Add Headers to PDF Documents' and click 'Submit'.

The screenshot shows the 'Maintain User Account' form in the WAWD Test Version 3.0 interface. The form contains various input fields for user information, including Last name (Bert), First name (Que), Middle name, Generation, Gender, ATY Type, Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Fax, Initials QQ, DOB, Civil ref style, Criminal ref style, Date sworn, and Status. The 'Type' section includes a checkbox labeled 'Add Headers to PDF Documents', which is checked and circled in red. At the bottom of the form, there are two buttons: 'Submit' and 'Clear'. The 'Submit' button is circled in red. The status bar at the bottom indicates 'Done' and the URL 'ecf-test.wawd.uscourts.gov'.

7. Click 'Submit' again on this screen.



8. You will receive notice that the update was successful.



9. Log out of ECF.

WAWD Test Version 3.0 - login - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-test.wawd.uscourts.gov/cgi-bin/login.pl

Getting Started Latest Headlines Yahoo! DisplayMenu.pl 2.5 Internal WAWD CM/ECF Trail... Blingo Search HM

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication
Login:
Password:
client code:

Done ecf-test.wawd.uscourts.gov

10. Clean your Cache. Choose Tools → Options.

WAWD Test Version 3.0 - login - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-test.wawd.uscourts.gov/cgi-bin/login.pl

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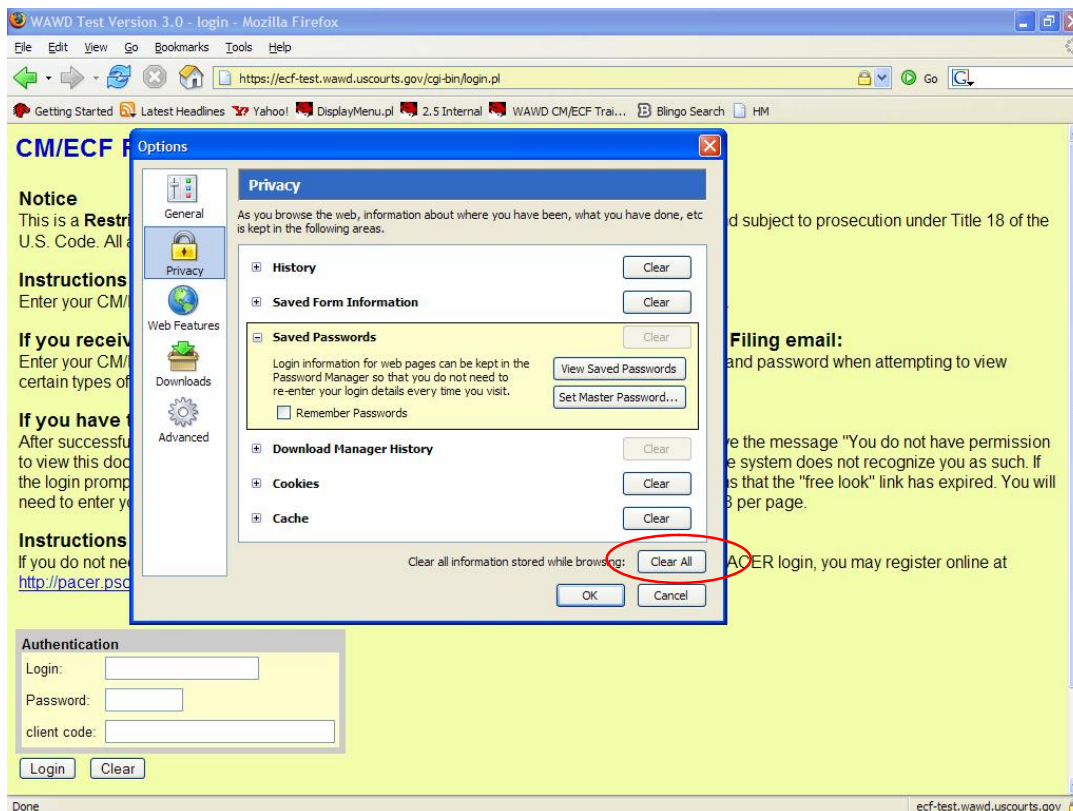
If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

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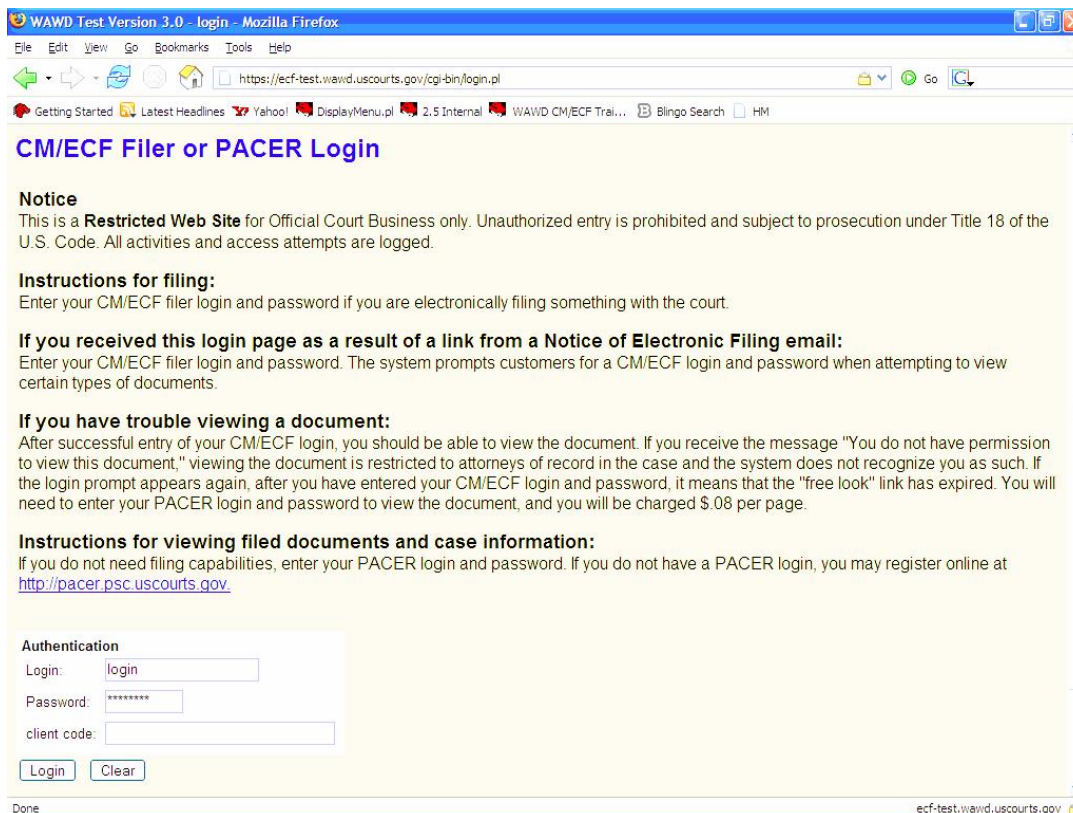
Authentication
Login:
Password:
client code:

Done ecf-test.wawd.uscourts.gov

11. The options pop-up window will appear. In the Privacy Screen active, Select 'Clear All' button. Then Click 'OK'.



12. Login to ECF.



13. Go to Query and enter a case number and select 'Run Query'.

WAWD Test Version 3.0 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-test.wawd.uscourts.gov/cgi-bin/login.pl?303625736746582-4_835_0-1

Getting Started Latest Headlines Yahoo! DisplayMenu.pl 2.5 Internal WAWD CM/ECF Trail... Blingo Search HM

ECF Civil Criminal Query Reports Utilities Logout

Query

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Insurance)
120 (Contract Marine)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Last Name (Examples: Desoto, Des't)

First Name Middle Name

Type

Done ecf-test.wawd.uscourts.gov

14. Select 'Docket Report'.

WAWD Test Version 3.0 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-test.wawd.uscourts.gov/cgi-bin/login.pl?303625736746582-4_835_0-1

Getting Started Latest Headlines Yahoo! DisplayMenu.pl 2.5 Internal WAWD CM/ECF Trail... Blingo Search HM

ECF Civil Criminal Query Reports Utilities Logout

2:33-cv-00321-JLR
James L Robart, presiding
Date filed: 11/22/2006
Date terminated: 02/20/2007 Date of last filing: 02/21/2007

Query

[Alias](#) [Related Transactions...](#)

[Associated Cases](#) [Status](#)

[Attorney](#) [View a Document](#)

[Calendar - Monthly...](#)

[Case Summary](#)

[Corporate Parents](#)

[Deadlines Hearings...](#)

[Docket Report...](#)

[Filers](#)

[History/Documents...](#)

[Judge](#)

[Party](#)

[Motions Report...](#)

Done ecf-test.wawd.uscourts.gov

15. The check box will now be checked and will remain checked the next time you run a Docket Sheet Query.

WAWD Test Version 3.0 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-test.wawd.uscourts.gov/cgi-bin/login.pl?303625736746582-L_835_0-1

Getting Started Latest Headlines Yahoo! DisplayMenu.pl 2.5 Internal WAWD CM/ECF Trail... Blingo Search HM

ECF Civil Criminal Query Reports Utilities Logout

Docket Sheet

Case Number
2:33-cv-00321-JLR

☒ Filed to
☐ Entered

Documents to

☒ Include restricted entries
☒ Include terminated parties
☒ Include links to notices of electronic filing
☒ Include list of parties and counsel
☒ Include list of member cases
☒ Include PDF headers

Sort by Oldest date first

Run Report Clear

Done ecf-test.wawd.uscourts.gov